



## EMPLOYMENT DEVELOPMENT DEPARTMENT CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	EMPLOYMENT DEVELOPMENT DEPARTMENT	<b>RELEASE DATE:</b>	Thursday, June 14, 2012
<b>POSITION TITLE:</b>	Deputy Director, Information Technology Branch	<b>FINAL FILING DATE:</b>	Wednesday, June 27, 2012
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	06102012_1

### POSITION DESCRIPTION

Under the administrative direction of the Directorate, Employment Development Department (EDD), the Deputy Director plans, organizes, facilitates, and evaluates the activities of the Information Technology Branch, which includes the Infrastructure Services Division, Production Services Division, Technology Services Division, Application Services Division, Project Portfolio Management Division, and Information Security Office.

The Deputy Director develops and implements departmental policy and provides support for information technology to all major programs in EDD, including Unemployment Insurance, Disability Insurance, Employer Tax, and Workforce Services. As a member of EDD's Executive Staff, the Deputy Director acts as the key advisor to the Directorate for policy decisions affecting EDD's automated service delivery systems. Additionally, the incumbent serves as EDD's Chief Information Officer (CIO) and in this capacity represents EDD's information technology interests in statewide efforts led by the California Technology Agency, and works collaboratively with other departments' CIOs on statewide information technology initiatives.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or

more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional

qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

The Statement of Qualifications must specifically address the desirable qualifications listed below. It should be numbered in the same order as listed. Please provide specific examples.

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership, teamwork and initiative at all levels, and use sound judgment in managing complex and varied programs.
2. Ability to establish and maintain effective working relationships on behalf of the Department with executive levels of industry, state and federal control agencies, Office of the Chief Information Officer, Labor and Workforce Development Agency, the Legislature, and the vendor community.
3. Experience with the planning, development, maintenance, installation, and support of large system applications in a multi-tier environment and familiarity with large, complex telecommunication and database management systems.
4. Demonstrated knowledge of the technical requirements of large-scale automation projects (including hardware, software, and personnel requirements) involving an extensive planning process. Experience in implementing and managing such large-scale (multi-million dollar) automation projects over the course of multiple years, including vendor oversight.
5. Ability to coordinate policy decisions with multiple organizations affecting the service delivery systems of major programs.
6. Demonstrated knowledge and experience in information technology project development approaches that minimize risk to the state and the Department.
7. Knowledge of EDD's Strategic Plan, mission and values, and the state's Information Technology Strategic Plan, goals and objectives.
8. Familiarity with EDD's major programs, including Unemployment Insurance, Disability Insurance, Employer Tax, and Workforce Services.
9. Demonstrated knowledge of both state and federal funding procedures, including experience developing state budget proposals.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Information Technology Branch**, with the **EMPLOYMENT DEVELOPMENT DEPARTMENT**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a Statement of Qualifications weighted 100%. To obtain list eligibility, applicants must achieve a minimum rating of 70% on the Statement of Qualifications.

This examination will consist of a review of the candidates' Statement of Qualifications that describes their education, training, experience, knowledge, skills, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing. Candidates who meet the "Minimum Qualifications" will have their Statement of Qualifications rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE STATEMENT OF QUALIFICATIONS IS MANDATORY.** Candidates who do not submit a completed Statement of Qualifications will be eliminated from this examination. Hiring interviews may be conducted for the most competitive candidates.

## **FILING INSTRUCTIONS**

If you submitted an application and received a score for the Deputy Director, Information Technology Branch, CEA 4 examination with final filing date of January 31, 2012, you do not need to reapply. Applications were retained and will be merged with the scores from this examination.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

EMPLOYMENT DEVELOPMENT DEPARTMENT, Human Resource Services Division, MIC 54  
PO Box 826880, Sacramento, CA 94280-0001  
Holly Ramsey | (916) 653-8456 | [Holly.Ramsey@edd.ca.gov](mailto:Holly.Ramsey@edd.ca.gov)

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>